Department of Veterans Affairs **VHA DIRECTIVE 2004-066**
Veterans Health Administration
Washington, DC 20420 **November 18, 2004**

EDUCATIONAL AFFILIATION AGREEMENTS

1. PURPOSE: This Veterans Health Administration (VHA) Directive defines policy for educational affiliation agreements that enable training programs in clinical settings.

2. BACKGROUND: An affiliation agreement must be in place before trainees in non-Department of Veterans Affairs (VA) education programs receive clinical training at VA facilities and before trainees in VA-sponsored programs receive training at non-VA facilities.

a. An affiliation agreement is a central part of the "affiliation" relationship between VA and another institution and may involve patient care, education, and research. The affiliation agreement delineates the duties of VA, the other institution, and trainees with respect to the clinical education of the trainees. Appropriate VA and partner institution officials must sign each affiliation agreement. For VA, the appropriate VA officials are those specified on the last page of each of the attached forms (see Atts. A, B, C, D, E, F, G, and H). ***NOTE:*** *In the past, institutions sending trainees to VA facilities for fewer than 40 hours per year, or for observation only, were exempt from requiring an affiliation agreement; <u>these exemptions no longer exist.</u>*

b. **<u>Definitions</u>**

(1) **Affiliation.** An affiliation is a relationship between VA and an educational institution or other health care facility for the purposes of enhanced patient care and education. It may also involve research. VA and the affiliated educational institution have a shared responsibility for the academic enterprise.

(2) **Affiliation Agreement.** An Affiliation Agreement is the legal document that enables the clinical education of trainees at a VA or non-VA medical facility. Affiliation agreements are required for all education or training that involves direct patient contact, or contact with patient information, by trainees from a non-VA institution. An Affiliation Agreement must conform to the language of one of the forms; found in Attachments A, B, C, D, E, F, G, and H. VA General Counsel must approve any deviation from these forms. To request a deviation, the Director of the VA Medical Center or VISN must forward the agreement to General Counsel (02) and the Office of Academic Affiliations (14) with a written justification for not using the applicable attached form. If the trainees receive clinical education at VA, the affiliation agreement must provide that the affiliated educational institution will accept primary responsibility for the integrated education programs conducted with VA, while VA retains full responsibility for the care of patients, including related administrative and professional functions.

(3) **Educational Program Letter of Agreement.** An Educational Program Letter of Agreement is a document drafted by VA and a specific educational program or health care facility that delineates unique program details, such as: faculty who will ensure teaching, supervisory, and evaluation of trainees, including training times; trainee educational objectives;

periods of trainee assignment; and policies and procedures for maintaining trainee education during the assignment. These agreements may be signed without VA General Counsel approval. There must be an affiliation agreement between the parties in place before an educational program agreement can be signed. Educational Program Letters of Agreement cannot conflict with the affiliation agreement, address issues already covered in the affiliation agreement, or address other legal issues, such as liability or payments between the parties or to the trainees.

c. **Required Forms**

(1) **VA Form 10-0094A, Medical Education Affiliation Agreement Between the Department of Veterans Affairs (VA) and a School of Medicine and its Affiliated Participating Institutions.** VA Form 10-0094A is to be used when trainees are enrolled in an academic program accredited by the Liaison Committee for Medical Education (LCME) or the Accreditation Council for Graduate Medical Education (ACGME).

(2) **VA Form 10-0094B, Medical Education Affiliation Agreement Between the Department of Veterans Affairs (VA) and a School of Osteopathic Medicine and its Affiliated Participating Institutions.** VA Form 10-0094B is to be used when trainees are enrolled in an academic program accredited by the American Osteopathic Association Bureau of Professional Education or the Executive Committee of Council on Postdoctoral Training (ECCOPT).

(3) **VA Form 10-0094C, Medical Education Affiliation Agreement Between the Department of Veterans Affairs (VA) and Institutions Sponsoring Graduate Medical Education.** VA Form 10-0094C is to be used when trainees are enrolled in an ACGME-accredited program not affiliated with a school of medicine.

(4) **VA Form 10-0094D, Dental Education Affiliation Agreement Between the Department of Veterans Affairs (VA) and a School of Dentistry as the Sponsoring Institution.** VA Form 10-0094D is to be used when dental trainees are enrolled in an academic program accredited by the Commission on Dental Accreditation (CDA) and the accreditation is in the name of the dental school.

(5) **VA Form 10-0094E, Dental Education Affiliation Agreement Between the Department of Veterans Affairs (VA) as the Sponsoring Institution, and a School of Dentistry and its Affiliated Institutions.** VA Form 10-0094E is to be used when dental trainees are enrolled in an academic program accredited by the Commission on Dental Accreditation (CDA) and the accreditation is in the name of VA.

(6) **VA Form 10-0094F, Dental Education Affiliation Agreement Between the Department of Veterans Affairs (VA) and Institutions Sponsoring Dental Education.** VA Form 10-0094F is to be used when dental trainees are enrolled in an academic program accredited by the Commission on Dental Accreditation (CDA) and the accreditation is in the name of the sponsoring institution.

(7) **VA Form 10-0094G, Associated Health Education Affiliation Agreement Between the Department of Veterans Affairs (VA) and an Educational Program.** VA Form 10-0094G is to be used when trainees are enrolled in an educational program approved by an accrediting body recognized by the U.S. Department of Education or by the Council for Higher Education Accreditation (CHEA).

(8) **VA Form 10-0094H, Education Affiliation Agreement Between the Department of Veterans Affairs (VA) and a non-VA Healthcare Facility or Agency.** VA Form 10-0094H is to be used when trainees in a VA-sponsored program receive training in a non-VA health care facility or agency.

3. POLICY: It is VHA policy that all current affiliation agreements must be re-executed using the attached forms no later than June 30, 2005; any deviation in the wording in the attached forms must be approved by VA Central Office General Counsel (02) and the Office of Academic Affiliations (14); in addition, any new affiliation agreements must also use the attached forms. ***NOTE:*** *These forms are: VA Form 10-0094A, VA Form 10-0094B, VA Form 10-0094C, VA Form 10-0094D, VA Form 10-0094E, VA Form 10-0094F, VA Form 10-0094G, and VA Form 10-0094H.*

4. ACTIONS

a. **Medical Center Director.** The Medical Center Director has the responsibility for ensuring that all current affiliation agreements are re-executed by June 30, 2005.

b. **VISN Director.** The VISN Director, or designee, has the responsibility for approving all re-executed affiliation agreements. Final approval of all affiliation agreements, other than affiliation agreements with schools of medicine, is the responsibility of the VISN Director, or designee.

c. Chief Academic Affiliations Officer. The Chief Academic Affiliations Officer, or designee, has the responsibility for final approval of all re-executed affiliation agreements with schools of medicine.

5. REFERENCE: VHA Manual M-8, Part I, Chapter 2.

6. FOLLOWUP RESPONSIBILITY: The Office of Academic Affiliations (144) is responsible for the contents of this directive. Questions may be referred to (202) 273-8946.

7. RESCISSION: This VHA Directive expires on November 30, 2009.

S/Jonathan B. Perlin, MD, PhD, MSHA, FACP
Acting Under Secretary for Health

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ATTACHMENT A

VA FORM 10-0094A, MEDICAL EDUCATION AFFILIATION AGREEMENT BETWEEN THE DEPARTMENT OF VETERANS AFFAIRS (VA), AND A SCHOOL OF MEDICINE AND ITS AFFILIATED PARTICIPATING INSTITUTIONS

Below is an imbedded copy of Department of Veterans Affairs **(**VA) Form 10-0094A, Medical Education Affiliation Agreement Between the Department of Veterans Affairs (VA), and a School of Medicine and its Affiliated Participating Institutions. This form can also be found on the VA Forms web site at: http://vaww.va.gov/vaforms .

This is to be used for local reproduction. Since this is a low use form, it will not be stocked by the Hines Service and Distribution Center (formerly known as the Forms and Publications Depot).

10-0094a.pdf

ATTACHMENT B

VA FORM 10-0094B, MEDICAL EDUCATION AFFILIATION AGREEMENT BETWEEN THE DEPARTMENT OF VETERANS AFFAIRS (VA), AND A SCHOOL OF OSTEOPATHIC MEDICINE AND ITS AFFILIATED PARTICIPATING INSTITUTIONS

Below is an imbedded copy of VA Form 10-0094B, Medical Education Affiliation Agreement Between the Department of Veterans Affairs (VA), and a School of Osteopathic Medicine and its Affiliated Participating Institutions. This form can also be found on the VA Forms web site at: http://vaww.va.gov/vaforms .

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ATTACHMENT C

VA FORM 10-0094C, MEDICAL EDUCATION AFFILIATION AGREEMENT BETWEEN THE DEPARTMENT OF VETERANS AFFAIRS (VA) AND INSTITUTIONS SPONSORING GRADUATE MEDICAL EDUCATION

Below is an imbedded copy of VA Form 10-0094C, Medical Education Affiliation Agreement Between the Department of Veterans Affairs (VA) and Institutions Sponsoring Graduate Medical Education. This form can also be found on the VA Forms web site at: http://vaww.va.gov/vaforms .

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10-0094c.pdf

ATTACHMENT D

VA FORM 10-0094D, DENTAL EDUCATION AFFILIATION AGREEMENT BETWEEN THE DEPARTMENT OF VETERANS AFFAIRS (VA) AND A SCHOOL OF DENTISTRY AS THE SPONSORING INSTITUTION

Below is an imbedded copy of VA Form 10-0094D, Dental Education Affiliation Agreement Between the Department of Veterans Affairs (VA) and a School of Dentistry as the Sponsoring Institution. This form can also be found on the VA Forms web site at: http://vaww.va.gov/vaforms .

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10-0094d.pdf

ATTACHMENT E

VA FORM 10-0094E, DENTAL EDUCATION AFFILIATION AGREEMENT BETWEEN THE DEPARTMENT OF VETERANS AFFAIRS (VA) AS THE SPONSORING INSTITUTION, AND A SCHOOL OF DENTISTRY AND ITS AFFILIATED INSTITUTIONS

Below is an imbedded copy of VA Form 10-0094E, Dental Education Affiliation Agreement Between the Department of Veterans Affairs (VA) as the Sponsoring Institution, and a School of Dentistry and its Affiliated Institutions. This form can also be found on the VA Forms web site at: http://vaww.va.gov/vaforms .

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10-0094e.pdf

ATTACHMENT F

VA FORM 10-0094F, DENTAL EDUCATION AFFILIATION AGREEMENT BETWEEN THE DEPARTMENT OF VETERANS AFFAIRS (VA) AND INSTITUTIONS SPONSORING DENTAL EDUCATION

Below is an imbedded copy of VA Form 10-0094F, Dental Education Affiliation Agreement Between the Department of Veterans Affairs (VA) and Institutions Sponsoring Dental Education. This form can also be found on the VA Forms web site at: http://vaww.va.gov/vaforms .

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10-0094f.pdf

ATTACHMENT G

VA FORM 10-0094G, ASSOCIATED HEALTH EDUCATION AFFILIATION AGREEMENT BETWEEN THE DEPARTMENT OF VETERANS AFFAIRS (VA) AND AN EDUCATIONAL PROGRAM

Below is an imbedded copy of VA Form 10-0094G, Associated Health Education Affiliation Agreement Between the Department of Veterans Affairs (VA) and an Educational Program. This form can also be found on the VA Forms web site at: http://vaww.va.gov/vaforms .

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10-0094g.pdf

ATTACHMENT H

VA FORM 10-0094H, EDUCATION AFFILIATION AGREEMENT BETWEEN THE DEPARTMENT OF VETERANS AFFAIRS (VA) AND A NON-VA HEALTHCARE FACILITY OR AGENCY

Below is an imbedded copy of VA Form 10-0094H, Education Affiliation Agreement Between the Department of Veterans Affairs (VA) and a non-VA Healthcare Facility or Agency. This form can also be found on the VA Forms web site at: http://vaww.va.gov/vaforms .

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